



DEPARTMENT OF PERSONNEL

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MEMO PERD #06/99

February 5, 1999

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Acting Director
Department of Personnel

SUBJECT: Use of Integrated Financial System to Maintain Payroll:
Special Salary Adjustment Changed to 5%
Shift Differential Changed to 5%

The amendments to Chapter 284 of the Nevada Administrative Code, *Rules for Personnel Administration*, approved by the Personnel Commission on June 12, 1998, included changes in the calculation for special salary adjustments and shift differential from a one-grade increase to an actual 5% adjustment to employees' hourly rate.

The changes affecting special salary adjustments and shift differential is effective with the implementation of the new Integrated Financial System (IFS). This will occur on March 6, 1999.

The adjustment will be made automatically by the IFS for payroll distributed by the Controller and Department of Transportation. However, pay centers at the Employers Insurance Company of Nevada, Public Employees' Retirement System, and the University and Community College System of Nevada must ensure payments for special salary adjustments and shift differential are calculated in accordance with the revised regulations beginning March 6, 1999.

Please post this memorandum and/or otherwise notify all employees of the effective date of these changes. If you have any questions or need additional information, please contact Judy Holt at 687-3952.

JG:cp

cc: Agency Personnel Liaisons
Agency Personnel Representatives
Payroll Clerks